

APPLICATION FOR ONE-TIME RECORDS DISPOSAL

(Sec. 149. R.C.)

(9)

APPROVALS

(1) To: County Records Commission

(2) From: Union County Recorder

(3) Certification:

The records described in this list are certified to be microfilmed or are no longer required for the current operation of this agency, are of no further administrative, legal or fiscal value to the agency, the County of Union, or its citizens, and are not required to be retained by any statute or schedule of records retention.

County Records Commission

Max E. Robinson 1-20-75
Chairman (Signature) (Date)

Auditor of State, Bureau of Inspection & Supervision

Richard G. Huss 2/4/76
(Signature) (Date)

Ohio Historical Society, Division of Archives

David A. Blume JAN. 21 1976
(Signature) (Date)
ASSISTANT STATE ARCHIVIST

1-5-76
Date

Richard D. Hyland Recorder
Signature Title

USE TYPEWRITER ONLY

(4) Item Number	(5) Record, Title or Description <small>Include: Form numbers, where prepared, number of copies prepared, where other copies are filed, are other copies still available, are these records microfilmed?</small>	(6) INCLUSIVE DATES OF RECORDS		(7) VOLUME <small>Specify Cu. or Lin. Ft.</small>	(8) FOR USE BY APPROVING AGENCIES
		From	To		
	<small>(See Instructions on Other Side)</small>				
1.	Cash Book and Fee Record, 5 vols.	1913	1943	9 Lin. In.	
2.	Chattel Mortgage Record, 1 vol.	1888	1893	2 Lin. In.	
3.	Chattel Mortgages (papers)	1913	1919	2 Lin. Ft.	
4.	Index to Chattel Mortgages, 7 vols.	1909	1913	2 Lin. Ft.	
5.	Record of Fees, 6 vols.	1907	1940	1 Lin. Ft.	
6.	Register of Conveyances, 15 vols.	1878	1941	2 1/2 Lin. Ft.	

INSTRUCTIONS

- (1) Submit original and three carbons to the Secretary of your-----
Records Commission. Retain a carbon in your files until an approved
copy is returned to you.
Note: Please use CR-1 for all carbons — do not use onion skin.
- (2) Give a complete citation, i.e., Department, Bureau, Section.
- (3) Department head or person authorized by him to sign records disposal
applications.
- (4) List each type or group of records as a separate item. Attach a sample
of each item.
- (5) If correspondence, is it general or specific in nature and, if the latter,
what subjects are dealt with?
- (6) Earliest and latest dates? Inclusive?
- (7) Quantity of records in cubic feet. A filled letter-size drawer contains
1.5 cubic feet and a legal-size file drawer contains 2.0 cubic feet.
- (8) For use of Approving Agencies.
- (9) After approval of this schedule by the-----Records Commis-
sion and after disposal of the records, the applicant must complete and
return a Certificate of Disposal (RC-3) to the Commission.